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REPUBLIC OF THE PHILIPPINES	1. NAME OF EMPLOYEE	
BC-CSC Form No. 1	JADINA HEATRIZ CUEVAS	
(Position Description Form)	(Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	3. BUREAU OR OFFICE	
LEYTE STATE UNIVERSITY	LSV	
A DEST INDAMENTAL AND A SECOND AS A SECOND		
4. DEPT./BRANCH/DIVISION Dept. of Agrondy and Soil Science	5. WORK STATION/PLACE OF WORK DASS	
6a, PRES. APPRO. 6b. PREV. APPRO	7a. SALARY P.A.: p 190,092,00	
ACT/		
BOARD RES/ CRD. NO. BOARD RES/ ITEM NO. VisCAB-AP1-18-	7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Assistant Prof. IV	9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] PROVINCE []		
1st 2nd 3rd	4th 5th 6th	
 STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space attach additional sheets. 	is needed, please	
Percent of :		
Working Time:		
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85 To teach basic & major courses in Soil Science and basic sourses in Agronamy.		
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the state of the s	it is the state of the contractice	
10 To serve as thesis adviser of Soil Science hajors a header of stadent research		
consittee for soil science & agronomy majors.		
The second of th		
5 To conduct research & extension activities r	related to soils and soil management.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head	College Dean
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SU	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in perform	mance of work.
Laboratory equipment (pH meter, ovens, balance,	
Occasional Frequent General Public [x] [] 4000-31-194-3400 Other Agencies [x] [] Supervisors [] [x] Management []	19. WORKING CONDITION Normal Working Condition Field work Field Trips Exposed to Varied Weather Other's (Specify) []
Others (Specify) []	
20. I CERTIFY that the above answers are accurate and complete. Dict, 2007 Date	Signature of Employee
21. Describe briefly the general function of the Unit or Section. Offi	
22. Describe briefly the general function of the position. Handles a conducts research a extension activities re	basic & major courses in Soil Science lated to the field.
23.a Indicate the required qualifications by years and kind of educational vacancy for this position. (Keep the position in mind rather than incumbent. This item should be filled for all positions other than Education: Relevant Mac final degree plus of relevant experience; 8	the qualifications of the present teaching). The representation of the present teaching). The representation of the present teaching).
23b. Licenses or certificates required to do this work, if any.	TUDA BOULLOS MINO TOS DOCCIONAS
24. I HEREBY CERTIFY that the above answers are accurate and of	complete.
Dec 7, 2003	VICTOR B. ASIO
Date	Signature and Title of Immediate
25. APPROVED	PACIENCIA P. MILAN P. Head of Agency